FOR OFFICIAL USE ONLY (WHEN FILLED IN)

DOD INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP)
DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED SYSTEM (DISCAS)
NARRATIVE SUMMARY INPUT FORM

NOTE: Read Privacy Act information on reverse before filling out this form

SSN				
03 04 05 06 07 08 09 10 11				
1 2 3 4 5 6 7 8 9				

POSITION SEQUENCE NUMBER	ADD	CHANGE	DELETE
1	X		

NAME (Last, First, Middle Initial)
SMITH, ARNOLD S.

	FROM DATE YY MM	TO DATE YY MM	SERIES	GRADE	POSITION TITLE	EMPLOYING ORGANIZATION	LOCATION	PSN
1 9	86 06		0132	GS 13	INTEL RES SPEC	DIA/JSI	PENTAGON DC	

DESCRIPTION OF WORK

1 9	CURRENT POLITICAL ANALYST RESPONSIBLE FOR PROVIDING CURRENT
2 0	INTELLIGENCE PRODUCTION, INTERPRETATION AND ASSESSMENT AND
2 1	INDICATIONS SUPPORT ON SIGNIFICANT POLITICAL, IDEOLOGICAL
2 2	AND ECONOMIC DEVELOPMENTS AND TRENDS IN THE SOVIET UNION AND
2 3	THE EASTERN EUROPEAN COMMUNIST COUNTRIES. INDICATIONS AND
2 4	WARNING WATCH OFFICER IN THE DIA NMIC ALERT CENTER ON A
2 5	RECURRING BASIS. PREPARE, COORDINATE AND PRESENT REPORTS AND
2 6	BRIEFINGS.
2 7	

STATEMENT OF EMPLOYEE: This information I have furnished on this form is true and correct to the best of my knowledge and belief and has been submitted in good faith.

DISCAS USE ONLY

DATE (YY) (MM) (DD)	SIGNATURE OF EMPLOYEE
86 07 04	Arnold S. Smith

00 FORM 1932-1
83 OCT.

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(ABOVE INFORMATION SHOULD BE HANDWRITTEN)

DETAILED INSTRUCTIONS
FOR COMPLETING THE
DD FORM 1932-1–NARRATIVE SUMMARY
TO THE
EMPLOYEE QUALIFICATION RECORD

The narrative summary is an extremely important part of your DISCAS Employee Qualification Record; it is provided along with the data from your DD Form 1932 to managers who may be considering you for selection, for promotion or reassignment. DD Form 1932-1 will be used to enter your narrative summary description into the DISCAS data base for subsequent use in the DISCAS referral process. Careful attention must be given to the instructions below and the entry of your narrative descriptions.

You will note that this form has been premarked with the Privacy Act Notice and For Official Use Only (FOUO) (When Completed). In describing your duties, you may not enter classified information. The purpose is to describe your duties—NOT THE SUCCESSOR FAILURE OF YOUR MISSION. Additional copies of this form may be reproduced locally.

GENERAL A maximum of four narrative summaries may be entered in your DISCAS Employee Qualification Record. DD Form 1932-1 is to used to add, change or delete your narrative summary description, one narrative summary description per form. Starting with your present position, enter the four most significant and distinct positions you have held. You may enter positions in government, private industry or military service. Positions may be entered separately or consolidated/grouped. Except for your present position, you may skip positions of lesser significance; you do not have to enter your last four positions. When grouping positions, group at the lower grade levels or older positions. The higher grade levels (13 and above) or more recent position should not be grouped, but if they are, no more than two positions. Be sure to include the grade span in your narrative when grouping. Positions will be date sequenced based on the "FROM DATE" with your present position-appearing first and the oldest position last. Do not overlap your FROM and TO DATES. The original of all forms should be signed, dated and forwarded to the DoD ICDP Office (DIA/OT-1, Washington, DC 20340-5200).

The information requested on the DD Form 1932-1 should be handwritten. The form is not formatted for typewriter use. Also, do not wrap words at the end of a line or hyphenate. Put entire word on the next line.

Line 1

SOCIAL SECURITY NUMBER (SSN): Enter your nine digit Social Security Number.

POSITION SEQUENCE NUMBER (PSN): Enter a "l" to indicate your present position; "2" to indicate your second position; "3" to indicate your third position, "4" to indicate your fourth position based on the "FROM DATE."

ADD, CHANGE, DELETE INDICATOR: Enter "X" in the appropriate block to indicate the nature of your transaction (add, change, or delete). If your record contains four positions and you add a fifth position, then the fourth position will automatically be deleted unless you . indicate which one of your four existing positions should be deleted. (See DELETE below). Your narratives will be resequenced based on the "FROM" date after each update.

ADD: Enter "X" in the ADD block; enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) in the POSITION SEQUENCE NUMBER block and complete the remainder of the form.

CHANGE: Enter "X" in the CHANGE block; enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) and enter the *entire* position to include your changes just as though it was an ADD transaction.

DELETE: Enter "X" in the DELETE block and enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) of the position to be deleted.

NAME: Enter your last name followed by your first name and middle initial.
SECTION B

Line 2

FROM DATE: Enter the LAST two digits of the year followed by 2 digits for the month; for example, "8501" for January 1985.

TO DATE: Enter the LAST two digits of the year followed by 2 digits for the month; for example "8701" for January 1987. *For present position leave blank.*

SERIES: Complete this entry only for government experience as a civilian; otherwise, leave blank. Enter four digit classification series; for example, "0132," "0855," "0334."

GRADE:

Government **Civilian:** Enter pay plan and grade level. Enter highest grade when describing several positions; for example, "GS09," **"GG11,"** **"GM14,"** **"WB05"** (4 characters maximum). If grouping several grades, include grade span in narrative description.

Military Service: Enter appropriate abbreviations for grade. Enter highest grade when describing several positions; for example, "005," "W03," **"E8"** (4 characters maximum). If grouping several grades, include grade span in narrative description.

Private Industry Leave Blank.

POSITION TITLE: Enter your official position title as recorded or "Notification of Personnel Action," Standard Form 50, for government civilian positions. Do not use an organizational title such as "Chief, OB Branch;" such organizational titles maybe shown under "Description of Work." For military or private industry experience, titles maybe shown under "Description of Work." For military or private industry experience, titles should be as descriptive as possible; do not repeat military grade/rank. Abbreviate when necessary (18 characters maximum).

EMPLOYING ORGANIZATION Enter your employing organizations for each position, for example, "DIA," "Def Intel Agy," "MSIC," "Ms1 Space Intel Ctr," "FTD," **"Frgn** Tech Div" (16 characters maximum).

LOCATION Enter the duty location for your employing organization, for example, "Washington, DC," "Redstone ARS AL," "Ft. Bragg NC" (16 characters maximum).

Line 3

DESCRIPTION OF WORK Enter a narrative description covering the most important duties and responsibilities of the position(s) which serve(s) to best indicate your qualifications and abilities. If applicable, organizational title and supervision exercised should be included. If grouping several positions, include grade span in your narrative. Your narration of duties serves as the primary justification for your use of any skill abbreviations in the "Work Experience" Section of the DD Form 1932. Do *not* use any classified information in describing your duties (528 characters maximum).